



Department of Medical Assistance Services  
600 East Broad Street, Suite 1300  
Richmond, Virginia 23219  
<http://www.cns.state.va.us/dmas>

# MEDICAID MEMO

**TO:** Providers of Residential Services for the Mental  
Retardation Waiver Participating in the Virginia Medical  
Assistance Program and Health Maintenance  
Organizations Providing Services to Virginia Medicaid  
Recipients

**FROM:** Dennis G. Smith, Director  
Department of Medical Assistance Services

**SUBJECT:** Group Home Vacancies to Be Posted on the DMAS Website

MEMO	Special
DATE	9-11-00

The purpose of this memorandum is to inform you of the availability of posting your group home vacancies on the Department of Medical Assistance Services (DMAS) website.

Providers of out of home residential services have expressed concerns that, with the statewideness of the Waiver, individuals may not know there are vacancies in their homes. In order to address this concern, as well as to help assure freedom of choice of the Waiver services, DMAS will post vacancies in group homes on its website if those vacancies are sent to us. Providers may email to us the name of the group home, the provider's seven-digit identification number, the location, the name of a contact and telephone number, and an email address if available, and we will place this information on the website. Providers may submit the above information in a form on the DMAS website. Start at the home page [www.cns.state.va.us/dmas](http://www.cns.state.va.us/dmas) and follow the links for Waiver services to the Group Home form. We will not have the information to post unless it is sent to us, and this information will not be posted unless DMAS can verify that this provider is authorized to provide this service. If you specialize in a type of care (Praeder Willi, autism, etc.), we will also post that information if you want. This information will be available to families and to case managers and should help facilitate filling vacancies. It should be especially helpful when working with emergency placements. Keep in mind that this information will not be all-inclusive and should not prohibit case managers from exploring options other than the DMAS website.

This information will be posted to the website no later than two (2) business days after you send it to us. We hope that this service is responsive to your concerns about the statewideness of the waiver and will prove of benefit to you and to the recipients of the Waiver and their families.

## COPIES OF MANUALS

DMAS publishes searchable and printable copies of its provider manuals and Medicaid memoranda on the Internet. Please visit the DMAS website at <http://www.cns.state.va.us/dmas/>. Click on "Provider Manuals" for Medicaid and SLH provider manuals or click on "Provider Information" to see Medicaid memoranda. The Internet is the fastest way to receive provider information.

**HEALTH MAINTENANCE ORGANIZATIONS**

This Medicaid Memo is provided for information only.

**"HELPLINE"**

The "HELPLINE" is available Monday through Friday from 8:30 a.m. to 4:30 p.m., except State holidays, to answer questions. The "HELPLINE" numbers are:

786-6273	Richmond Area
1-800-552-8627	All Other Areas

Please remember that the "HELPLINE" is for provider use only.